

Employer Job Order Request Instructions

The Georgia Department of Labor (GDOL) serves over 400,000 Georgians who have experience, skills, and talents for Georgia employers. These qualified workers have skills ranging from clerical and administrative to skilled trades, technical, and professional. The GDOL helps facilitate the process of connecting Employers with job vacancies to these qualified applicants by advertising job openings. Submitting a job order request is the first step to connecting with these potential employees.

Requests for [H-2A](#) and [Agricultural Intrastate or Interstate](#) positions are processed through the GDOL Agricultural Services unit. Complete the [Employer Request for Contact Form](#) for assistance.

To protect employers and job seekers, job order requests must meet specific criteria. Job orders must be:

- submitted by the employer or someone with authorization from the employer to submit the posting
- submitted by a legitimate business
- submitted for purposes that do not violate federal or state laws or regulations detailed and clearly state the nature and requirements of the job or the qualifications required of applicants. Postings may not contain false, inaccurate, or misleading information.
- for a bona fide job opening. If the posting is to increase applicant files for future use, and there is no anticipated hire date, employers are required to disclose this in the posting.

Failure to comply with GDOL policy and/or federal employment laws and regulations will result in the loss of future postings. Federal violations may be subject to penalties and fines.

If you are a federal contractor, your obligation to be in compliance with your contract will be met once your job order request has been received and the job order has been posted. Use the following tips when submitting a job order request.

- **Provide an up-to-date email address.** An email address is required to submit a request. You will receive a confirmation email when you submit a request and another with your job order number once it has been posted. Please adjust the security settings/filters on your email account to allow emails from the GDOL. If your security settings/filters are not set properly, emails from the GDOL may be undeliverable or routed to your Spam/Bulk Mail folder.
- **Submit a separate request for each position you want to fill.** However, you may submit one request if you have multiple openings for the same position. Use a previously-submitted request as a template to create a new request. Enter the confirmation number and submitter email address of the original request.
- **Ensure your hiring information is accurate and complete to find to new employees quickly.** Pay special attention to experience and education requirements, as well as specific skill sets that are needed. The more information provided, the better match you'll have with candidates. Contact the career center processing your request to make changes. A list of career centers can be found at http://www.dol.state.ga.us/find_career_centers.htm.

For personalized assistance, complete the [Employer Request for Contact Form](#).